

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Clerk Typist II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various School Sites or Departments	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 OTBS
REVISED:	August 6, 2001		

BASIC FUNCTION:

Perform a wide variety of responsible, general office-clerical duties.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Serve as receptionist. **E**

Type forms, correspondence, stencils requisitions, reports, and purchase orders. **E**

Maintain operational records and business files, and prepare reports. **E**

Open, sort, and distribute mail. **E**

Perform library clerical work including the preparation and maintenance of catalog, access, and circulation records. **E**

Operate standard office equipment; operate microcomputers to enter data and extract a variety of reports and lists. **E**

Transcribe dictated material from machines. **E**

May explain rules, regulations, policies, and procedures.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to high school graduation and one year of recent, full-time or equivalent part-time, paid office clerical experience. Graduation from a recognized college with an associate of arts or bachelor's degree with a business, secretarial, or related major may be substituted for the experience requirement.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 40 words per minute.

Possession of a valid California driver's license and availability of private vehicle may be required for designated positions (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office procedures and methods, and the use of standard office machines and equipment.

Reading and writing English communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Read, write, speak, and understand the English language.

Utilize good numerical skills.

Operate or learn to operate standard office equipment, including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work, and meet schedules and time lines.

Read and explain rules, regulations, policies, and procedures

Train and direct the work of pupil assistants or other clerical assistants.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: A Clerk Typist II assigned to a Children's Center must successfully pass an approved food service safety certification examination within 60 days after appointment.

NOTE: Some positions in this job class may require skill in the use of conversational sign language and TDD/TTY machines.

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Job Code 6005

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